

Setup an excel spreadsheet with name and email as the header names

	A	B	
	name	email	
	John Doe	nextgenvoting1@gmail.com	
	Jane Smith	nextgenvoting1@gmail.com	
	Michael Johnson	nextgenvoting1@gmail.com	
	Emily Davis	nextgenvoting1@gmail.com	
	Chris Lee	nextgenvoting1@gmail.com	
	Anna Williams	nextgenvoting1@gmail.com	
	David Brown	nextgenvoting1@gmail.com	
	Sarah Wilson	nextgenvoting1@gmail.com	
	James Miller	nextgenvoting1@gmail.com	
	Emma Thomas	nextgenvoting1@gmail.com	

In order to save it correctly, go to file/save as/ and ensure the file format is set to .csv

File Format:

Comma-separated Values (.csv)

Options...

Cancel

Save